
Town of Mulgrave

Policy Adoption Procedure

Title:

1. This Policy is entitled the “*Policy Adoption Procedure*”.

Interpretation

2. At the request of council or by the recommendation of the Chief Administrative Officer (CAO), a policy or procedure shall be drafted by the CAO as the person designated as the municipal clerk.
3. When drafting a policy the Municipal Clerk must take all reasonable care to research model policies from professional organizations, policies from other municipalities, and all enabling legislation related to the policy.
4. Pursuit to section 48 (1) of the Municipal Government Act, before a policy is passed, amended or repealed the council shall be given at least seven days notice.
5. Before presenting a policy to council the policy must be reviewed by the Town Solicitor.
6. Before presenting a policy to council, the CAO shall ensure the policy is in compliance and consistent with the following:
 - a. The Municipal Government Act;
 - b. Town of Mulgrave Bylaws;
 - c. Any other enabling federal, provincial, or municipal legislation.
7. When a policy is approved by council, an official copy of the policy shall be stamped with the town seal, signed by the CAO./Municipal Clerk, and appropriately annexed into the official copy of the Town of Mulgrave Policy and Procedures Manual.
8. The official copy of the Town of Mulgrave Policy and Procedures Manual will be kept in the Office of the CAO.

Certification for Town of Mulgrave Policy and Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: January 28, 2008

Date of Passage of Policy: February 4, 2008

I certify that this “*Policy Adoption Procedure*” was adopted by Council as indicated above.

Municipal Clerk

Date

